

Work Permit Application Instructions

Please follow the steps below:

1. Student/Pre-Applicant Information – complete all identifying information, obtain parent/guardian signature and date. Leave the Superintendent section blank.
2. Take to your employer who needs to fill out and sign the Pledge of Employer section. Please ask your employer if you need a physical for your job.
 - A. **If you are required to have a physical for employment** - then the Physician's Certificate must be filled out by your physician **or** the student needs to request a copy of their sports physical from the athletic department if they has a valid physical for sports on file with the school for the present school year
 - B. **If you are NOT required to have a physical for employment** – then you do not fill need to have Physician's Certificate filled out.
3. Return the completed application forms to the guidance office so it can be filed electronically. A paper signed Work Permit will be issued to the student to take to the employer. The student will also receive a copy of the work permit and another copy will be placed in the student's file.

Any questions contact: 740-654-2889 ext 316 or email: bknechtel@fcaknights.us